



SBA Information Notice

TO: All Employees and Lending Partners

CONTROL NO.: 5000-1019

SUBJECT: Improved Guaranty Purchase Process **EFFECTIVE:** 6/29/2007

As part of the Administrator's customer outreach program the National Guaranty Purchase Center (NGPC) has realigned the guaranty purchase process. The realignment provides more streamlined processing for lenders who submit complete and orderly purchase packages.

To assist SBA lending partners in preparing complete and orderly purchase packages the NGPC had developed the following:

a. NGPC's Web site: <http://www.sba.gov/aboutsba/sbaprograms/elending/ngpc/index.html> has an extensive section dedicated to the guaranty purchase process.

b. A narrated 128 slide PowerPoint tutorial which thoroughly explains how to develop a complete purchase package is offered in the guaranty purchase section of the Web site under "Guaranty Purchase Tutorial".

<http://www.sba.gov/aboutsba/sbaprograms/elending/ngpc/guarantyp/index.html>

c. Revised tab pages ([tabs](#)) which require execution. The new [tabs](#) along with a current [Checklist](#) (also available on the Web site) provide guidance on developing a complete and orderly purchase package according to the unique requirements set forth in the loan authorization for each guaranteed loan.

Lenders will be required to execute the revised tab page in any purchase request package received by the NGPC after August 1, 2007. This requirement is being instituted to expedite the guaranty funding process.

The NGPC held ReadyTalk training conference calls with SBA field offices and lenders in May and June 2007 to further explain the improvements made in the guaranty purchase process and the assistance available to lenders on the NGPC Web site. In addition, a notification is sent to the appropriate district office each time a purchase request package is returned to the lender. There is also a recorded training session available on the NGPC Web site which details the use of the new Tabs.

District office staff and the NGPC are also available to provide training to lenders either in person or through ReadyTalk sessions. Please contact your local district office or the NGPC at (703) 487-9374 if you have questions about the required documentation or to request training.

Grady B. Hedgespeth
Director
Office of Financial Assistance

Expires: 6/1/2008

EXPIRES:

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SBA Form 1353.3 (4-93) MS Word Edition; previous editions obsolete
Must be accompanied by SBA Form 58